

Governance of Indiana Memory DPLA

I. MISSION

The mission of Indiana Memory Digital Public Library of America (IMDPLA) is to determine and provide a set of services that support of inclusion of digital material from Indiana entities into the Digital Public Library of America (DPLA). Services will at least include metadata aggregation. Additional services will be determined and supported through the Indiana DPLA Council and Committees.

II. MEMBERSHIP

A. IMDPLA Participants are entities (archives, historical societies, libraries, museums, etc.):

- With an up-to-date, signed Indiana State Library Data Exchange Protocol on file with the Indiana State Library and
- Which have agreed to contribute content to the IMDPLA project.

The director of each Participant or his/her designee shall have a single vote in determining the make up of the IMDPLA Council.

B. IMDPLA Affiliates are entities that have the potential to contribute content to IMDPLA but have not yet signed the Indiana State Library Data Exchange Protocol. Individuals from Affiliate entities may serve on Committees and vote on those Committees. Individuals from Affiliate entities may not serve on the Council. The director of the Affiliate or his/her designee shall receive communications between the Council and Affiliate.

III. IMDPLA COUNCIL

A. Mission: The purpose of IMDPLA Council is to promote the effective functioning of the IMDPLA. It:

- Formulates policies pertaining to IMDPLA function, services, and mission,
- Acts upon recommendations pertaining to IMDPLA,
- Makes recommendations regarding IMDPLA function, services, and mission and,
- Advises the Indiana State Library on matters that are primarily Indiana Memory related but overlap with IMDPLA.

B. Composition. IMDPLA Council Membership is determined in part by Participant votes and shall consist of representatives from the following areas:

- 2 Public libraries
- 2 Museums

- 2 Historical Societies
- 2 Special Libraries
- 2 Archives
- 2 Academic Libraries
- 2 At-Large Members

Ex Officio voting members of the Council include: The Indiana State Librarian, the Indiana State Archivist, and the Chairs of all IMDPLA committees.

1. Eligibility. Individuals from Participant entities may be nominated to serve on the Council.
2. Nominations. Individuals from Participant entities may nominate any other individuals from Participant entities to be included on the Council election ballot.
3. Elections. Elections are held annually in July. All nominated persons are eligible for election. Ballots are arranged by the categories as specified in III. B.
4. Terms. Terms are 3 years beginning July 1. Individuals may be re-elected to serve two consecutive terms. For purposes of establishing staggered terms for the members of the Indiana Memory DPLA Council the inaugural Council members have been selected by the Indiana State Library. These members will be randomly assigned a one, two, or three year term. The first Council election will be held July 2016 and will determine replacements for inaugural one-year term individuals. The July 2017 election will replace the inaugural two-year term individuals.

C. Officers. The officers of the Council consist of Past Chair, Chair, and Chair Elect. Each serve a 1-year term beginning in July . Officers cannot serve a second consecutive term in the same office. An announcement of the newly elected officers will be sent to the membership promptly following the election.

1. The Chair Elect (and Chair for the inaugural Council) will be nominated by any other Council member.
2. The Chair Elect (and Chair for the inaugural Council) will be elected by majority vote of the Council during annual election cycle (elected between July 1 and July 31).
3. It is the duty of the Chair to call and chair meetings of the Council and Executive Committee, to conduct the affairs of the Council and Executive Committee, and to call for nominations to the Council, Executive committee, and all other Committees.
4. It is the duty of the Chair Elect to keep minutes of all Council meetings and distribute to the Outreach Committee Chair for member wide distribution. The Chair Elect will assume the authority and responsibilities of the Chair in the Chair's absence or unavailability, and will become Chair in the following term.

D. Vacancies. Vacancies on the Council shall be filled by appointment of the Chair with the consent of the Council.

IV. COUNCIL MEMBERSHIP MEETINGS

A. The IMDPLA Council shall meet at least three times a year with the time and location to be determined by the Chair. Other membership meetings may be called by the Executive Committee. Members will be notified at least thirty (30) days in advance of the required meetings.

B. A simple majority of the Council membership shall constitute a quorum for Council meetings.

C. The Council may, at the direction of the Chair or of the Executive Committee, take actions by electronic ballot outside of a regular meeting.

V. COUNCIL EXECUTIVE COMMITTEE

A. Mission. The IMDPLA Executive Committee:

- Promotes the active engagement of all committee members.
- Coordinates committee work for the good of the Indiana Memory DPLA as a whole.
- Vets, for full Council voting, recommendations for new or altered services, functions, policies, procedures, etc. that come out of all Indiana Memory DPLA committees.
- May take actions in the best interest of IMDPLA between meetings of the Council.

B. Composition. The Executive Committee is in part determined by already existing roles within the Indiana DPLA Council. The voting members include: The Council Chair, Indiana State Librarian, the Indiana State Archivist, the Past Council Chair, and Council Chair Elect. The Officers of the Council are the same Officers for the Executive Committee. Two additional At-Large Members will be elected by majority vote of the Council during annual election cycle (elected between July 1 and July 31). Individuals from the Council may nominate any other member from the Council.

C. Quorum. A simple majority of the Council membership shall constitute a quorum for Council Executive Committee meetings.

VI. OTHER COUNCIL COMMITTEES

A. Outreach Committee

The Outreach Committee is composed of 4-6 elected members with an elected Chair. Membership is determined by Council vote. Eligibility is open to any person employed by a Participant or Affiliate entity. Nominations are made by Participant or Affiliate member entity representatives and Council members. Committee Chair is determined by a majority vote of the Outreach Committee's members. The committee is responsible for communication of IMDPLA communiqués to Participants, Council, and the general public via IMDPLA listserv, web presence, etc. and recruiting new IMDPLA Participants and Affiliates.

B. Metadata/Aggregation Committee

The Metadata/Aggregation Committee is composed of 4-6 elected members with an elected Chair. Up to two Indiana State Library metadata and technical staff, to be determined by the Indiana State Librarian, will serve as Ex Officio (voting or non-voting?) members. Elected membership is determined by Council vote. Eligibility is open to any person employed by a Participant or Affiliate entity. Nominations are made by Participant or Affiliate member entity representatives and Council members. The Committee Chair is determined by a majority vote of the Metadata/Aggregation Committee. The committee is responsible for creating metadata standards necessary for Participant inclusion in IMDPLA, making suggestions to the Indiana State Library regarding methods, tools, applications, and processes for metadata aggregation and content ingestion into DPLA.

C. Ad Hoc Committees are appointed by the Council Chair as necessary.

VII. CHANGES, DELETIONS, AMENDMENTS.

Proposals for amending this Governance document may originate with any Council member and will be submitted to the Executive Committee for vetting for consideration by the Council.

A. Indiana Memory DPLA Governance may be amended at any time by a two-thirds (2/3) majority vote of the Council members.

B. 30 days prior written notice shall be given to all Participant entities of proposed amendment.

VI. RULES OF ORDER

A. IMDPLA meetings including Council, Executive Committee, Committee and Ad Hoc meetings shall be governed by Robert's Rules of Order, latest edition.

Drafted June 12, 2015 by J. Corridan, A. Hurford, K. Palmer, and J Speer

Passed July 24, 2015 by the inaugural IMDPLA Council